

## Job Description

**Title:** High School Secretary - 12 Month

**Reports to:** Building Principal

**General Summary:** Assists in the smooth and efficient operation of the senior high school office by performing  
including

letters, evaluation documents, activity schedules, athletic rosters, and handbooks. (45%)

ers phones, greets visitors. 0.06907(i)0.356603(t)-11.7149(y)5.069 9b012( )-353.574(g)5.07055(r)-5.00129(e)-( )-3.5012.069 9b012( )-353.574(o)-T9d760

### Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
4. Other requirements: \*Good English usage, spelling, grammar, and punctuation skills.

### Special Requirements:

	Occasional	Frequent	Constant
	1 - 32%	33 - 66%	67% +
1. Standing	x		
2. Walking	x		
3. Sitting		x	
4. Lifting 15-20 lb max.		x	
5. Carrying 50 feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling		x	
9. Reaching / Handling	x		